



CRANLEIGH PARISH COUNCIL

Tel: 01483 272311
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Village Way
Cranleigh
Surrey
GU6 8AF

14 March 2024.

NOTICE OF A MEETING OF THE PARISH COUNCIL

Councillors are respectfully summoned to attend a meeting of the Parish Council to be held at **7.00pm on Thursday 21 March 2024 at the Council Chamber.**

Members of the public and press are entitled to attend this meeting in person and may also attend via zoom using this link:

To Join the Meeting:

Topic: Parish Council Meeting
Time: Mar 21, 2024 07:00 PM London

Join Zoom Meeting
<https://us06web.zoom.us/j/84041353862?pwd=NNu9iK0xDV3YBnLu4lB8lTGc1C4ubo.1>

Meeting ID: 840 4135 3862
Passcode: 911886

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Beverley Bell FSLCC
Parish Clerk

To all Members

AGENDA FOR THE PARISH COUNCIL MEETING

1. APOLOGIES FOR ABSENCE.

Recommendation:

- To receive apologies and reasons for absence.

2. DECLARATIONS OF INTEREST

Recommendation:

- To receive any declarations of interest from Members in respect of any item to be considered at the meeting and notification of any changes to Members' Interests.

3. PUBLIC SESSION

Recommendation:

- To note any comments from parishioners.

4. PARISH COUNCIL MINUTES

Distributed separately.

Recommendation:

- The Council to approve and the Chairman to sign as a correct record, the Minutes of the Parish Council Meeting held on 15 February 2024.

5. CHAIRMAN'S REPORT

Recommendation:

- To note the report.

6. CLERK'S REPORT

Recommendation:

- To note the report.

7. REPORT FROM SURREY AND WAVERLEY BOROUGH COUNCILLORS

Recommendation:

- To note the reports.
- To request an update on Member Allocation for financial year 01/04/24 – 31/03/25.

8. MINUTES OF COMMITTEES

- To receive and approve as a correct record the Finance Committee Minutes of 13 November 2023.
- To receive and approve as a correct record the Personnel Committee Minutes of 13 November 2023.
- To receive and approve as a correct record the Planning Committee Minutes of 29 January 2024 and 19 February 2024.

Recommendation:

- To receive the minutes listed above.

9. FINANCIAL MATTERS

1. The expenditure list for 21 March 2024 to follow.
2. Bank Reconciliation for 29 February 2024 to follow.
3. Cashbook Reconciliation and earmarked reserves for 29 February 2024.
4. To review cashflow and investment with CCLA PSDF.
5. To allocate funding from the General Reserve to fund consultancy fees for the Neighbourhood Plan.

Recommendations:

1. **To agree the expenditure list to 21 March 2024.**
2. **To approve the bank reconciliation to 29 February 2024.**
3. **To approve the cashbook reconciliation and earmarked reserves allocation to 29 February 2024.**
4. **To review cashflow and investment with CCLA PSDF.**
5. **To allocate funding from the General Reserve to fund consultancy fees for the Neighbourhood Plan.**

10. OUTSIDE BODIES

To receive reports from outside bodies:

- Beryl Harvey Conservation Field
- Centenary Garden
- Community Speedwatch
- Recreation Users
- Youth Council
- Youth Music Club
- D-Day

Recommendation:

- **To note the reports.**

11. ANNUAL PARISH MEETING

To receive an update from the Annual Parish Meeting.

Recommendation:

- **To note the update and consider any further action.**

12. SCC HIGH STREET IMPROVEMENTS

To receive an update on the High Street improvements.

Recommendation:

- **To receive an update on the High Street improvements.**

13. SCHEME OF DELEGATION

To review the Scheme of Delegation for business continuity.

Recommendation:

- **To review the Scheme of Delegation.**

14. SNOXHALL FOOTPATHS

- To receive the results of the community consultation.
- To decide on the specification for the footpaths contract.

Recommendation:

- **To advertise the invitation to tender for the footpaths contract.**

15. CRANLEIGH NEIGHBOURHOOD PLAN

Recommendation:

- **The Parish Council agrees to both the examiner's recommendations and modifications, and the amendment to maps to correct the errors.**

16. WAVERLEY LOCAL PLAN

Request from WBC for an update on the Cranleigh Neighbourhood Plan review.

Recommendation:

- **To submit a response.**

17. SCC PUBLIC BRIDLEWAY DIVERSION 352 CONSULTATION WEY & ARUN CANAL TRUST
Closing Date: 25 March 2024
Recommendation:
- **To submit a response.**
18. WBC STREET TRADING CONSENT
Joanna's Boutique Tearoom
Closing date: 29 March 2024
Recommendation:
- **To submit a response.**
19. WBC STREET TRADING CONSENT
Altitude
Closing date: 29 March 2024
Recommendation:
- **To submit a response.**
20. WBC STREET TRADING CONSENT
Whippy King Ices
Closing Date: 27 March 2024.
Recommendation:
- **To submit a response.**
21. WBC STATEMENT OF COMMUNITY INVOLVEMENT OF THE NEW LOCAL PLAN
Closing Date: 19 April 2024.
Recommendation:
- **To submit a response.**
22. BIODIVERSITY
Section 102 – General duty to conserve and enhance biodiversity.
Recommendation:
- **To appoint a Working Party to draft a policy and action plan for the Council.**
23. ELECTRICITY CABINETS ON THE COMMON
Request by WBC for the Parish Council to enter into a licence agreement for the Parish Council to accept responsibility for their repair, maintenance, safety certificates and insurance.
Recommendation:
- **To consider the request.**
24. TENNIS COURTS CONSULTATION
To agree the potential location for tennis courts for consultation with the community.
Recommendation:
- **To consult with the community on future tennis courts location in Cranleigh.**
25. PADEL TENNIS
To receive the results of the neighbour consultation.
(This item may be held in private and confidential session – reason: commercial in confidence)
Recommendation:
- **To apply to Fields in Trust for permission to use the former tennis courts for padel tennis.**
 - **To instruct the Council's solicitor to create the draft lease.**
 - **To advertise the opportunity to lease the former tennis courts for padel tennis.**

26. SURREY HILLS REHAB LICENCE AGREEMENT

To consider the request of Surrey Hills Rehab to vary the standard licence agreement.

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To consider the request of Surrey Hills Rehab to vary the standard licence agreement.**

27. CAB LEASE

To consider the request from CAB for a lease of one year.

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To consider the request from CAB for a lease of one year.**

28. GUIDE HALL LEASE

To consider renewal of the community use of the Guide Hall for one year.

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To permit the community use of the Guide Hall for one year.**

29. PROJECTS

Update on:

- Snoxhall Machine Shed Planning Application – new application discussion
- Snoxhall MUGA Planning Application - update
- Snoxhall Pavilion Community Ownership Fund – application update
- Village Hall Community Ownership Fund – update and Grant Fund Agreement
- Bruce McKenzie Field future usage and Football Foundation funding for an additional pitch.
- Floodlights

(This item may be held in private and confidential session – reason: commercial in confidence)

Recommendation:

- **To note the updates.**
- **To agree the location and size for the Snoxhall Machine Shed.**
- **To allocate match funding for the Snoxhall Pavilion Community Ownership Fund.**
- **To approve the Community Ownership Fund Funding Agreement.**
- **To discuss future usage of the Bruce McKenzie Field and application for Football Foundation funding for an additional pitch.**
- **To discuss the floodlights at Snoxhall Fields.**

30. STAFF MATTERS

To consider the recommendations of the Personnel Committee.

(This item may be held in private and confidential session – reason: staff in confidence)

Recommendation:

- The Personnel Committee AGREED to recommend to full Council to advertise the Trainee Admin Clerk staff vacancy for 20 hours per week SCP 5 – 7. The Clerk and one Councillor will conduct the interviews and the vacancy will be advertised widely in the village.
- The Personnel Committee AGREED to recommend to full Council a 6% inflationary salary increase in line with the recommendation of the Grounds Maintenance Association from 01 April 2024.

31. DATE OF NEXT MEETING

Thursday 18 April 2024.

Please note that the agenda and all associated papers can be found on the Parish Council website. Members of the public should be aware that being present at a meeting of the Council or one of its Committees or Sub-Committees, and not seated in the designated non-filming area, will be deemed as the person having given consent to being recorded (photograph, film or audio recording) at the meeting, by any person present.